

PUBLIC WORKS COMMITTEE

AGENDA

TOWN OF CHINCOTEAGUE

September 11 2007 – 5:30 pm – Council Chambers – Town Hall

CALL TO ORDER

ROLL CALL

PUBLIC PARTICIPATION

AGENDA ADOPTION

1. Public Works monthly reports - June, July and August 2007
2. Trash fee relief
3. Committee member comments

Public Works Projects

June 2007

Public Works Administration

- Continued development of emergency plans.

Facilities

- Replaced approximately 50 worn S hooks at playground equipment. Also replaced 8 swings (seats and hardware).
- Held bid opening for Harbor and Downtown Restroom improvements. Received one bid and ultimately decided to re-bid project.

Roads

- Replaced approximately 175 feet of drain pipe on west end of Taylor Street.
- Replaced approximately 50 feet of sidewalk and one driveway entrance on Mumford Street
- Had three residential and one commercial driveway entrance installed on Deep Hole Road.
- Taylor Street was milled and paved with 4 inches base and 2 inches surface paving.
- Met with contractor to evaluate possibility of installing a pump station to resolve the drainage problems around Sharpley Street.
- Mike Cosby attended VDOT Road Access Management workshop.
- Installed guardrails at several ditches on Deep Hole Road.

Waterworks

- Installed valves and concrete pad at Well 8 to meet Health Department requirements.
- AJ Bowden attended Miss Utility conference.
- AJ Bowden and Mike Cosby attended Chemical Dosing continuing education class at Eastern Shore Community College.
- Resolved water meter issue on Cropper Street and installed new service.
- Resolved water meter issue on Eastside Drive and relocated existing water meter.
- Our recently hired Waterworks Tech trainee resigned.
- Met with guidance counselor at high school to explore possible apprentice program.

Mosquito Control

- Harry Clay Bunting received his pest control license.
- Conducted first aerial spray of the season on June 21.

Public Works Projects

July 2007

Public Works Administration

- Worked on preparation and operations for several events, including the Fourth of July, the Governor's visit on July 9, and Pony Penning. Also experienced the normal seasonal increase of smaller issues and complaints.
- Started new system of distributing payroll charges to the various Public Works departments. This will take a while to sort out but should provide improved management and planning information. Also began distributing other expenses more accurately.
- Began work on implementation of new trash billing procedures. Public Works staff reviewed properties in cycle one of the water billing system on a lot by lot basis and attempted to develop equitable policies.
- Continued work on emergency procedures, adding Water department information to existing plans. Also purchased a new chain saw and a manual fuel pump for emergency use. Mike Cosby completed certifications on sections 100, 200, 700 and 800 of FEMA Emergency Management Institute.

Facilities

- Temporarily repair sidewalk settlement problems near the pavilion at the Waterfront Park. Will work on a permanent solution when there is less activity in this area.
- Assisted Harbormaster with planting trees and shrubs at Harbor.

Roads

- Met with engineer to discuss preliminary plans for Church Street project.
- Mumford Street – installed three driveway entrances.

Waterworks

- Received DEQ NPDES discharge permit for backwash pit at treatment plant.
- Resolved water meter issue at subdivided lot on Doe Bay Lane and installed service.
- Reviewed requirements and submitted necessary paperwork for Health Department Chemical Monitoring Waiver.
- Reviewed sampling locations and testing schedule for new EPA Unregulated Contaminant Monitoring Regulation testing. The EPA deadline for registration is in August of this year but we will not be required to do any tests until August of 2009.

Mosquito Control

- One of our new Mosquito Control Technicians resigned.
- Conducted aerial spray on July 3.

Public Works Projects

August 2007

Public Works Administration

- Continued work on trash fee billing administration. Public Works staff reviewed all lots in billing cycles two and three and sent a letter to over 3,000 residences and businesses that explained the new fees and billing procedures. Kelly Fox implemented the new billing system for the entire island and staff responded to numerous inquiries regarding the new fees.
- Hired Matt Butler to fill the last Public Works full time vacancy.
- Hired William Ritchie to fill our recently established part-time Parks position.
- Received approval for matching grant from VML to replace emergency lighting fixtures in the Town offices and Public Works shop.
- Completed installation of new lift/alignment rack in garage. Also took delivery of new tire balancing equipment. Over time this will save money by reducing our reliance on outside services.

Facilities

- Held third bid opening for the harbor building and the downtown restroom improvements. Received one bid that was substantially lower than last time and the contract was awarded to Rocky Hill Contracting at the August Council meeting. Construction should start in September. Also worked with our engineer to develop plans to meet Health Department requirements for septic systems.
- Responded to safety concerns regarding Memorial Park playground equipment by closing access to the ship and removing tire swings, both of which did not meet established safety standards. The tire swings can be returned to service if we move them to a new location but the ship is likely to require improvements that are unreasonable. Public Works staff reviewed the playground surface requirements, took the necessary measurements, explored the available surface types, researched the costs and will resurface one test area in the near future. We have also ordered templates for testing all equipment for compliance with safety standards as well as training materials for playground inspections.
- Made several repairs to Waterfront Park sprinkler system.
- Continued work on emergency plans and held meeting with Public Works staff to explain procedures and solicit input.

Roads

- Worked with engineer to develop specifications and plans for Church Street project.
- Had a contractor perform video drain pipe inspection on possible Main Street connection for a new drain pipe from the Church Street project. The drain in question was significantly obstructed so we arranged for the contractors to return the first week of September with the appropriate equipment to clear the pipe.
- Installed approximately 80 feet of drain pipe at a property on Sunnywood Drive.
- Had approximately 100 feet of sidewalk and two driveway entrances installed on Taylor Street.

Waterworks

- Submitted a revised Waterworks Operations and Maintenance manual to the DEQ as part of their discharge permit requirements. The manual was approved for their purposes but we plan to continue expanding its contents as a way to evaluate and improve department operations.
- Compiled a spreadsheet that tracks our historic water testing statistics. We are working to develop benchmarking tools to track our performance better in several measurable production and financial categories.
- Reviewed Health Department Stage 2 Disinfectants and Disinfection Byproducts Rule requirements to renew our 40/30 certification. Our submittal was approved so we will not be required to conduct additional evaluations.
- Had chlorinator rebuilt at Mainland treatment area.
- Resolved water service issue for Jane's Lane property.
- Resolved a water service easement question on Vivian Street.
- Moved several water meters to better locations at Lighthouse Lane.
- Signed an agreement with a local contractor to perform marsh restoration work required for Phase I of the main water line replacement project. We have not been able to get the original contractor to complete this work and this contract has been open for quite some time. The new arrangement involves treating the area for phragmites this fall, filling the affected area in late winter, and restoring vegetation in early spring.

Mosquito Control

- Hired Norbert Wels and Cheryl Russell-Webb as Mosquito Control Technicians.
- Conducted classroom and in field training for the new Mosquito Control Technicians.
- Conducted aerial sprays on August 26 and August 31.
- Solicited quotes for budgeted tractor and mower. The quotes were very similar and we are now researching the differences and selecting the best equipment. We should be able to proceed with these purchases in the near future.

MEMORANDUM

To: Public Works Committee

From: Mike Cosby, Public Works Director

Date: September 9, 2007

Subject: Trash fee billing relief

We can offer an abatement of trash billing fees to those who have difficulty affording the new charges. The simplest way to do this would be to eliminate the fees for those who qualify for the tax relief we already have in place. This can be done immediately without serious administrative problems. We can also decide to establish other criteria for relief but this will require more time.

Recommendation: Send trash fee abatement policy based on current tax relief program to Town Council for approval or direct staff to develop an alternative program.